University of Puget Sound
Lantz Sabbatical Enhancement Award,
Martin Nelson Award for Summer Research or Study

Budget Proposal
If the application due date falls on a Saturday or Sunday, the application is due by 12:00 pm the Monday immediately following the due date.

Attach an explanation of any items which need clarification.

Summer Salary (Martin Nelson Award only) $___________
Transportation $___________
  Airfare $___________
  Local Transportation $___________
  Auto miles ______ at $0.545 / mile $___________

Lodging $___________
Meals $___________
Other Expenses (Itemized) $___________

$___________
$___________
$___________
$___________
$___________
$___________
$___________
$___________

Total Requested $___________

It is important to maintain good records of all expense items. Please retain all receipts and use a daily log book to record cash outlays. Requests for reimbursement should be in writing, indicating the date, purpose of the expenditure, and amount to be reimbursed, with original receipts and/or the daily log attached. Submit requests for reimbursement to Office of Finance.